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REPORT ON WARTIME PREPARATION BY OFFICE OF PERSONNEL
FOR TWELVE MONTHS ENDING 30 JUNE 1958

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1. Personnel Planning in Support of Operational Planning

The Personnel Appendix to Annex E, Support to the CIA Global War Plan was approved on 11 February 1958. This establishes six months as the mobilization planning period and sets forth the principles to be followed in manpower planning for an emergency. It will furnish guidance to field planners in developing manpower requirements at the station level and is already reflected in the material received from the Senior War Planner PACIFIC by Chief, PPC. It is evident, however, that an overall ceiling objective, both military and civilian, is required for the Agency as a further guidance to the individual planners. A recommendation to this effect should be possible this year, based on experience gained to date in allocating military force basis to Agency components. The current re-appraisal of war planning assumptions, with the new emphasis on capability rather than requirements, will also aid in a desirable result, namely, the establishment by command decision of a U. S. staff personnel Force Basis for mobilization.

2. Department of Defense Relationships on Military Manpower Planning for Mobilization

- a. There is now in each of the Agency mobilization categories the following numbers of employee military reservists: Category 1

[REDACTED]

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ing is kept current in the Agency personnel system by means of the Military Status Questionnaire, Form No. 536 and Mobilization Preference Statement, Form No. 1102. Mobilization assignment of Category 1 Navy and Marine Corps Reserves to the Agency is insured by special administrative areas with its services. Although Army and Air Force are committed to the assignment of Category 1 Reserves to the Agency, there is as yet no administrative back-up.

- b. Headquarters military reservists have adequate opportunity to maintain themselves in a Ready Reserve status through membership in one of the four headquarters reserve units, one for each service, in which are now enrolled [REDACTED] people. Overseas reservists have a more difficult time due in part to Agency employment and in part to normal difficulties of any reservist in maintaining such status in a foreign country. The Air Force will shortly make a proposal to the Agency which contemplates the use of the Air Attache System for accomplishing the two weeks training duty requirement. The [REDACTED] is negotiating with the Commander, United States Army Military District of Europe for a

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similar purpose. This Office will continue to work with the military departments so that field solutions will be approved at the department level. There are reservists overseas.

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- c. The 14/6 months world-wide personnel authorization to be provided by the Armed Forces for Fiscal 1959 is as follows:

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1.

2.

3.

4.

3. Developments in the Civilian Reserve

- a. The CIA unit of the National Defense Executive Reserve, Office of Defense Mobilization was established with a complement of 23. The Deputy Director (Intelligence) made the nominations with invitations extended by the DDCI. All those invited accepted the Agency appointment and signed the Memorandum of Understanding. In general areas of scientific intelligence there are five reservists; political intelligence, including ONE and OCI, there are eleven reservists; and in economic intelligence there are six. These people are

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registered with the Civil Service Commission for assignment to CIA. Their services are assured insofar as war manpower controls are concerned.

- b. The Director of Central Intelligence approved on 26 January 1958 a Civilian Specialist Reserve Program. Approval was based on a pilot activity confined largely to the Office of Communications and limited to 50 spaces. Contingent upon the success of the initial phase, the ultimate magnitude may amount to a program of 250 active reservists to be administrated and budgeted by the Office of Personnel. The initial 50 spaces were allocated as follows: 35 to the Office of Communications; 5 to the Office of Training; 5 to the [] and 5 to the Office of Security. In order to minimize security and medical clearance problems, initial contacts are being made only with former employees or cleared applicants, and only after clearance to contact has been secured from the Office of Security and the Medical Staff. First contacts with former employees indicate considerable interest where personal circumstances are favorable, such as self-employment or employment in an academic pursuit. Since there are other Federal agencies interested in this program, the Civil Service Commission was asked by the Office of Defense Mobilization to survey the problem and to make a recommendation. Their survey reveals that legislation will be required by other agencies which lack the broad appointing powers of the DCI. The CIA program is therefore a pilot program for the Government as well as for the Agency.
- c. A third civilian reserve program called the Civilian Standby Reserve was also launched. This would be a directory of former employees whose files would be kept alive and to whom correspondence would be sent by the Office of Personnel on a semi-annual basis. There would be no appointment or training duty required of these people. At present, [] former employees, Grade GS-7 and above, under age sixty, are being considered. While there is no numerical objective, it is hoped that 500 to 800 names would be maintained currently. These three programs plus the military reserve augmentation represent the capability for personnel expansion during the mobilization period of six months.

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4. Headquarters Relocation Planning

Participation by the Office of Personnel in Operation Alert 1957 was confined to an examination of the vital materials located at the site and orientation of seven persons at the site with three project officers remaining throughout the exercise. Although higher capacity machine accounting equipment is now in place at the site, a second slot for machine operator was dropped since current work could not be transferred from Washington to occupy the equipment on a continuous basis.

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The emergency personnel records at the site proved satisfactory, although there was no problem played in this exercise which would really test the adequacy of these records.

5. Objectives

In our previous report it was indicated that stress would be placed on getting "people" into the mobilization picture. This objective has been partially realized in the designation of the Executive Reserve and in the start made on the Specialist Reserve. The objective for the next year will be to continue the emphasis on "fleshing" out the program. The mobilization assignment of reserves to Agency components so as to give substance to the contention that the Agency requires their services in a military capacity, is one example. The appointment of the Civilian Specialist Reserves and their training and administration is another. The identification of people for the Standby Civilian Reserve is still another major area. At the same time, manpower aspects cannot be neglected. Requirements must be maintained currently, allocations of military spaces made to Agency components, and the objective of a U. S. Staff Force Basis for mobilization kept always to the fore. The level of activity described herein represents the plan and capability of the Office of Personnel in the area of the emergency manpower planning for Fiscal Year 1959.

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